

## ARIZONA DEPARTMENT OF ECONOMIC SECURITY

**SIGN-IN/SIGN-OUT RECORD** *(See instructions on reverse before completing this form)*

By signing this document the parent, guardian or other authorized person verifies, under penalty of perjury, that the times recorded are the actual time the child was in attendance.  
**PENALTY WARNING.**

CHILD CARE PROVIDER'S NAME		CHILD'S NAME		PARENT/GUARDIAN'S NAME		MONTH AND YEAR		UNITS AUTHORIZED		STOP DATE	
Date	Time In AM	Signature (First, Last)	Time Out AM	Signature (First, Last)	Time In PM	Signature (First, Last)	Time Out PM	Signature (First, Last)	Units of Care		
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This submission of billing claim forms for the above-named child constitutes certification by the provider, under penalty of perjury, that this document is a true and accurate record of signatures, dates and time of service. **PENALTY WARNING**

**Completion Instruction for CC-218  
SIGN-IN/SIGN-OUT RECORD**

1. A **SEPARATE** sign-in/sign-out record is required for each calendar month for each child in care.
2. Parent, guardian or other person authorized shall sign child in and out on each **DAY** that care was provided.
3. All entries **MUST** be in ink, with minimum signature of first initial and full last name.
4. Parent, guardian or other person authorized shall **NOT** pre-sign this record.
5. **DATE.** This column refers to the calendar date.
6. **PENALTY WARNING:** By signing this document the parent, guardian or other authorized person verifies, under penalty of perjury, that the times recorded are the actual times the child was in attendance.
7. **PENALTY WARNING:** The submission of billing claims forms for the child named on the reverse constitutes certification by the provider, under penalty of perjury, that this document is a true and accurate record of signatures, dates and time of service.
8. Provider shall review this record **DAILY** to ensure that it is completed correctly.
9. **FOR DES CERTIFIED HOMES,** at the end of each month, the provider shall send the canary copy to the Child Care Certification Specialist . The provider retains the white original with other child care records.
10. If requested, the provider shall send the originals to the Payment Processing Unit.
11. Copies of sign-in/sign-out records shall be **PROVIDED** to DES enrolled parents upon request.
12. Sign-in/sign-out records shall be **RETAINED** for five (5) years after expiration of the Child Care Provider Registration Agreement
13. Time entries indicating the beginning and the end of a full period of care may be corrected **ONLY** by the parent. Corrected time entries **MUST** be dated and initialed by the parent.

Equal Opportunity Employer/Program ♦ Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, and disability. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact (602) 542-4248; TTY/TTD Services: 7-1-1.

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A series of horizontal black bars of varying lengths, creating a striped pattern. The bars are arranged in a sequence, with some being longer than others, and they are separated by white space. The overall effect is a rhythmic, abstract design.